

**ARKANSAS BOARD OF REGISTRATION FOR
PROFESSIONAL ENGINEERS AND LAND SURVEYORS**
P.O. Box 3750
Little Rock, Arkansas 72203-3750
www.arkansas.gov/pels
Phone (501) 682-2824

INSTRUCTIONS FOR COMPLETING SURVEYOR INTERN (SI) APPLICATION

This application is to be used by non-students

All applications will be returned immediately if these instructions are not followed exactly.

1. APPLICATION MUST BE TYPED. Please include your first, middle and last name.
2. Enclose one recent photograph of yourself.
3. Ask your (3) references to type or print clearly with a ball-point pen when completing the form. Two must be current licensed professional surveyors who are familiar with your work (not relatives and not members of this Board).
4. Complete the experience sheets fully – the Board is not familiar with your work, so your experience must be judged and evaluated on the information you furnish. Experience information must be detailed and complete. Please account for all time after age 18 or high school graduation.
5. FEES:
Make check payable to: Arkansas PE & PS Fund.
Application*:
Surveyor Intern: \$50.00
Examination*:
Fundamentals of Surveying Exam: \$80.00
***THE APPLICATION AND EXAM FEES MUST BE SUBMITTED WITH YOUR APPLICATION.**
All payments shall be non-refundable, unless waived by Board action. After your application has been approved you will need to contact NCEES to whom you will pay a \$70.00 fee for administration of the examination.
6. It is the responsibility of the applicant to forward all references and verification forms to the appropriate parties. As soon as you are approved to take the exam, you will be notified.
7. Examinations are given in APRIL and OCTOBER:
Applications to be considered for the APRIL exam must be in the Board's Office complete by JANUARY 1st.
(This includes all three (3) references).
Applications to be considered for the OCTOBER Exam must be in the Board's Office complete by JULY 1st.
(This includes all three (3) references).
8. Please visit our home page at www.arkansas.gov/pels or call our office at (501) 682-2824 for our physical street address. If overnighting your application packet, don't forget to provide our telephone number to the delivery company.
9. Please include any transcripts from educational institutions attended or correspondence courses taken.

IMPORTANT: If any information or reference sheets are received in this office after the deadline, they will be placed in your file and retained until the next testing date.